

STATE BAR COURT
FILING WINDOW HOURS

(Effective March 16, 2009)

The State Bar Court will accept counter filings for the Hearing Department and the Review Department at the filing windows located at 1149 South Hill Street, 5th Floor, Los Angeles and 180 Howard Street, 6th Floor, San Francisco from 8:45 A.M. until 5:00 P.M., Monday through Friday except when the Court is closed for holidays observed by the State Bar Court of California.

FILINGS RECEIVED BETWEEN 8:45 A.M. and 4:30 P.M. will be processed by a Case Administrator. If the document meets the filing requirements as set forth in the *Rules of Practice of the State Bar Court*, *Rules of Procedure of the State Bar of California*, and State Bar Court General Orders 03-02 and 06-02, the document will be **FILED** and a conformed copy will be provided on the same day of the filing.

FILINGS RECEIVED AFTER 4:30 P.M. BUT NOT LATER THAN 5:00 P.M. will be picked up by or forwarded to a Case Administrator and date-stamped **RECEIVED**. The Case Administrator will review the document on the following business day. If the document meets the filing requirements as set forth above, the document will be **FILED** as of the date it was stamped **RECEIVED**. If the party submitting the document wishes to receive a conformed copy by mail, a self-addressed envelope and two (2) copies must be included at the time the document is submitted for filing in the Hearing Department, or five (5) copies if the document is submitted for filing in the Review Department.

Your cooperation regarding the counter filing hours will be greatly appreciated.

Thank you.